

CHANGE ANNOUNCEMENT

ON-THE-JOB EVALUATION CHAPTER

Effective 10/21/05

CHANGES

The On-the-Job Evaluation Chapter is a new Program Manual Chapter with guidance on providing Non-paid and Paid On-the-Job Evaluation. The chapter for the most part formalizes what our practice has been without a current manual chapter.

1. For State OJEs there is a new consent form requiring the consumer's signature. This is a dual-use consent form. It can be used for either a Paid State OJE or a Paid State OJT. The consent form advises the individual of the terms and conditions of a paid placement. This is a NCR form.
2. The Consent for Non-paid Exploration, Assessment, or Training Placement form has been revised to be an NCR form. Some of the language has been modified to better convey the terms and conditions of a non-paid placement.
3. A dual-use OJE/OJT Letter Checklist form has been added to VRIS. This checklist asks for the information that is to be included in the respective Paid and Non-paid OJE letters.

FORMS REVISED

1. The new consent form for a Paid OJE has been posted to VRIS: Printed and Marketing Materials: Case Service Forms and Worksheets: **Consent for a Paid On-the-Job Evaluation or On-the-Job Training Placement.** A supply of this form is being sent to each office.
2. The revised consent form for a Non-paid OJE has been posted to VRIS: Printed and Marketing Materials: Case Service Forms and Worksheets: **Consent for a Non-paid Exploration, Assessment, or Training Placement.** A supply of this form is being sent to each office.
3. The new OJE/OJT Letter Checklist form has been posted to VRIS: Printed and Marketing Materials: Case Service Forms and Worksheets: OJE/OJT Letter Checklist.

VRIS UPDATE

This chapter has been posted to VRIS at the following location:

VRIS: Program Manual Main Menu: Assessment Services: Community Assessment: On the Job Evaluation.

TEAM COMMUNICATION

Since this is a new chapter, it would be beneficial to review the entire chapter at a team meeting. Special attention should be paid to:

- the wage for a State OJE in the federal minimum hourly wage.
- the 95 hour maximum limit for a Paid or Non-paid OJE.
- the appropriate QUEST service and support to select for a Paid and Non-paid OJE.

LEADERSHIP CONTACT

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